



HIPAA Training Manual for Student Observers

All individuals in healthcare must comply with the Health Insurance Portability & Accountability Act of 1996 ("HIPAA").

What is HIPAA?

HIPAA is a federal law that requires all individuals involved in healthcare to:

- Protect the privacy of patient information
- Secure patient information (physically and electronically)
- Adhere to the "minimum necessary" standard for the use and disclosure of PHI
- Specify patients' rights for access, use, and disclosure of their health information

The Act requires that all patients' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well being.

What information is protected?

Protected Health Information ("PHI")

PHI is all "*individually identifiable health information*" and other information on treatment and care that is transmitted or maintained in any form.

Examples of PHI include (but are not limited to):

- Name
- Date of Birth
- Social Security Number
- Drivers License Number
- Address
- Diagnosis
- Patient Account Number
- Medical Record Number
- Telephone Number

**PHI is any information that can identify a patient. PHI can be in any format: written, spoken, or electronic (including photographs and xrays).



How does HIPAA apply to you?

Patient confidentiality begins from the moment you receive the first information in regards to a patient. Students are prohibited from disclosing PHI through verbal, written, electronic, or any other means. Information contained within a patient's electronic health record is strictly confidential and may not be released to anyone without written permission from the patient. Any discussion of patient issues will occur with the highest standards of confidentiality and privacy, having awareness of the environment and the potential to be overheard. Students may NEVER use PHI in any report, presentation, or publication without the express written consent of the patient and Summit Medical Group ("SMG"). Any breaches of confidentiality would be cause for ending the student observation. Students violating patient confidentiality may also subject to civil and criminal liability.

Any questions???

If you have any questions or concerns on HIPAA or patient privacy, please reach out to the Privacy Officer. The contact information is listed below.

Michelle Sturchio-Grant
150 Floral Avenue
New Providence, NJ 07974
908-790-6558
msturchiograntsmgnj.com

Questions and concerns may also be made using the SMG HIPAA Hotline. These calls can be made anonymously. **The Hotline number is 908-277-8686.**